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# NEWLAND PARISH COUNCIL



**Tufa dams, Slad brook**

## ANNUAL REPORTS AND ACCOUNTS FOR THE YEAR ENDING 31 MARCH 2018

Clearwell   Newland   Redbrook   Sling   Stowe Green   Trow Green

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## COUNCILLORS AND OFFICER


### Councillors

Ms Karen Bridge  01600 716841

E: karenbridge147@gmail.com

Mr Bill Evans (Vice Chairman)  01594 837211

E: billtevens@btinternet.com

Mr Terry Hale  01594 833508

E: terry@terryhale.wanadoo.co.uk

Mr John James  01278 238209

E: horoligist@yahoo.co.uk

Mr Brian Jones  01594 530327

E: brian.jones@synertex.co.uk

Mr Alan Purvis (Chairman)  01600 715620

E: purvisnpurvis@hotmail.co.uk

Mrs Valerie Southall  01600 712711

E: valerie.southall@yahoo.co.uk

Mr David Wheeler (Chairman)  01600 716281

E: daj.wheeler:btinternet.com

Mr David Wright  01594 562236

E: davew562@yahoo.co.uk

### Clerk

Mr Richard Crighton, Waterley Bottom, The Cross, Clearwell GL16 8JU

E: newlandpc@sky.com  01594 836454

## CHAIRMAN'S OVERVIEW OF THE COUNCIL'S ACTIVITIES

Welcome everyone to the Annual Parish Meeting. It has again been a busy year with some longer than planned meetings. I do not propose to go over everything we have done as another report details these activities; I am therefore confining my report this year to two items – planning issues and finance (the precept increase).

Firstly planning – this Council, on your behalf, has again expended considerable time and effort in opposing the two major planning applications at Stowe Hill quarry and Clearwell Farm. We have employed planning consultants and other professionals to aid us with our opposition and liaised closely with a variety of outside agencies. We have sought parishioners' views on these matters and attempted to keep everyone informed, through newsletters, emails, the website and Facebook as matters progressed.

Secondly finance. I am conscious as well that there is an increasing volume of work being undertaken by the Council and in particular by the Clerk. Speed monitoring, highway safety schemes, consultations and general administration etc; these all take time and time equals money.

Because of these planning applications our time to look at and be more involved with our heritage sites, leisure facilities, village halls etc has been limited. This we will seek to change next year.

I have been a Councillor for some years now and have tried to use common sense in decision making, be approachable and accountable, and I hope that by continuing to keep you all advised of our activities and expenditure that this Council has achieved these aims.

I appreciate that our precept has had to rise in 2018/19 by a little under 2% (an increase for a Band D property of 67p/year to £62.92/year) but I

strongly believe that the residents of this parish get exemplary service from their Council and value for money. I know many residents support our efforts and appreciate being kept informed.

I am sure we are all aware that services which the Forest of Dean District Council provide are being curtailed, due to costs, and no doubt this will impact of the Parish Council sooner or later

My last task is to thank the Clerk for all the hard work he has put in, as ever, over the last twelve months. Without his expertise and vigilance, we would be unable to function effectively. I would also like to thank my fellow Councillors on Parish, District or County who have helped me immensely in my year as Chairman and for all their work and contributions. Particular thanks are due, I believe, to Councillors John James, Bill Evans, Brian Jones and District Councillor Chris McFarling for their 'over and above' work on the two major planning applications. I would also like to thank all the members of the public who turn up and listen to Council debates and those who have supported us in our objections to the planning applications. I hope they will feel that they have had an opportunity to contribute to the success of the parish and its Council.

P A PURVIS  
CHAIRMAN

## INCOME AND EXPENDITURE ACCOUNT

| 2016/17      |                               | 2017/18      | %<br>change  | Notes |
|--------------|-------------------------------|--------------|--------------|-------|
|              | <b>INCOME</b>                 |              |              |       |
| 23105        | Precept (+LCTSG 16/17)        | 25230        | +9.2         |       |
| 11           | Interest                      | 0            |              |       |
| 1720         | Other                         | 2045         | +18.9        | 1     |
| 1538         | VAT reclaimed                 | 1261         |              |       |
| <b>26374</b> | <b>TOTAL INCOME</b>           | <b>28536</b> | <b>+8.2</b>  |       |
|              |                               |              |              |       |
|              | <b>EXPENDITURE</b>            |              |              |       |
|              | Administration:               |              |              |       |
| 14023        | Staff costs                   | 13654        | -2.6         | 2     |
| 704          | Office costs                  | 803          | +14.1        | 3     |
| 2096         | Other administrative costs    | 2069         | -1.3         | 4     |
| (16823)      | (Administration total)        | (16526)      | -1.8         |       |
| 3777         | Community services / projects | 4590         | +21.5        | 5     |
| 13           | Capital expenditure           | 785          | +5938        | 6     |
| 7776         | Planning opposition           | 3338         | -57.1        | 7     |
| 1758         | VAT paid                      | 1015         |              |       |
| <b>30146</b> | <b>TOTAL EXPENDITURE</b>      | <b>26253</b> | <b>-12.9</b> |       |
| <b>-3772</b> | <b>SURPLUS / DEFICIT</b>      | <b>2283</b>  |              | 8     |

I certify that the statement of accounts represents a true and fair view of the Council's financial position at the year end, and of the Council's income and expenditure for the year.

**R S CRIGHTON**  
**RESPONSIBLE FINANCIAL OFFICER**

## NOTES TO THE INCOME AND EXPENDITURE ACCOUNTS

### 1 Other Income

| 2016/17<br>(£) |   | 2017/18<br>(£) |
|----------------|---|----------------|
| 400            | Loan repayment – Redbrook Rovers AFC (final annual payment 2017/18)   | 400            |
| 1300           | 3 <sup>rd</sup> party contributions for quarry opposition             | 1605           |
| 0              | Donation  | 40             |
| 20             | Wayleave income – Clearwell Recreation Ground (final payment 2016/17) | 0              |
| <b>1720</b>    | <b>TOTAL</b>  | <b>2045</b>    |

2 Staff costs Includes employers National Insurance Contributions, allowances & essential travel.

### 3 Office costs

| 2016/17<br>(£) |                      | 2017/18<br>(£) |
|----------------|----------------------|----------------|
| 58             | Postage              | 56             |
| 554            | Telephone, I/T       | 557            |
| 92             | Stationery, printing | 190            |
| <b>704</b>     | <b>TOTALS</b>        | <b>803</b>     |

#### 4 Other admin

| 2016/17<br>(£) |                            | 2017/18<br>(£) |
|----------------|----------------------------|----------------|
| 825            | Insurance                  | 798            |
| 380            | Audit                      | 250            |
| 456            | Professional subscriptions | 452            |
| 160            | Room hire                  | 338            |
| 42             | Training                   | 60             |
| 0              | Councillors expenses       | 0              |
| 233            | Sundry                     | 171            |
| <b>2096</b>    | <b>TOTALS</b>              | <b>2069</b>    |

#### 5 Community services and projects

| 2016/17<br>(£) |                                       | 2017/18<br>(£) |
|----------------|---------------------------------------|----------------|
|                | Grants:                               |                |
| 750            | Redbrook Village Hall – revenue       | 750            |
| 750            | Clearwell Memorial Hall – revenue     | 750            |
| 750            | Newland Village Room – revenue        | 750            |
| -              | Clearwell Recreation Ground – revenue | 500            |
| 60             | Newland Village Events                | -              |
| 200            | Forest of Dean Citizens Advice Bureau | 500            |
| 100            | FODDC Street Wardens                  | 100            |
| 140            | Forest of Dean Age Concern            | 140            |
| 70             | Forest Sensory Services               | 70             |
| 70             | Gloucestershire PFA                   | 70             |
| 70             | SARA                                  | 70             |
| 70             | Forest of Dean Health Forum           | 70             |
| -              | FODDC Road Safety campaign            | 50             |
| <b>3030</b>    | <b>TOTAL GRANTS (sub total)</b>       | <b>3820</b>    |
| 173            | Newsletter                            | 115            |

|             |                                 |             |
|-------------|---------------------------------|-------------|
| 520         | Highways (dog waste collection) | 579         |
| -           | Defibrillator parts             | 76          |
| 54          | Property maintenance            | 0           |
| <b>3777</b> | <b>TOTALS</b>                   | <b>4590</b> |

## 6 Capital expenditure

| 2016/17<br>(£) |               | 2017/18<br>(£) |
|----------------|---------------|----------------|
| 13             | Grit bin      | 41             |
| -              | IT equipment  | 744            |
| <b>13</b>      | <b>TOTALS</b> | <b>785</b>     |

## 7 Planning opposition

| 2016/17<br>(£) |                          | 2017/18<br>(£) |
|----------------|--------------------------|----------------|
| 2576           | Quarry application       | 3306           |
| 5200           | Broiler unit application | 32             |
| <b>7776</b>    | <b>TOTALS</b>            | <b>3338</b>    |

## 8 Overall deficit / surplus

| 2016/17<br>(£) |   | 2017/18<br>(£) |
|----------------|---|----------------|
| <b>(3772)</b>  | <b>Deficit / surplus - in cash transactions</b> | 2283           |
|                | Transfer to specific reserves:                  |                |
| <b>(506)</b>   | Gratuity  | <b>(448)</b>   |
| <b>(500)</b>   | Election  | <b>(500)</b>   |
| <b>(4778)</b>  | <b>Overall (deficit) / surplus</b>              | <b>1335</b>    |



Details of all payments over £500 (excluding reclaimable VAT) (excluding exempt information)

|  |           |
|--|-----------|
| Newland Village Room – grant                   | £ 750.00  |
| Redbrook Village Hall – grant                  | £ 750.00  |
| Clearwell Memorial Hall – grant                | £ 750.00  |
| Clearwell recreation ground – grant            | £ 500.00  |
| Citizens Advice Bureau – grant                 | £ 500.00  |
| Laptop, projector, screen, keyboard & mouse    | £ 743.55  |
| Came & Co – annual insurance premium           | £ 798.00  |
| Hydrogeological report (1) – Stowe Hill quarry | £1250.00* |
| Hydrogeological report (2) – Stowe Hill quarry | £1960.00* |

\* 50% reimbursed by St Briavels Parish Council – total £1605

### SUMMARY FOR ANNUAL RETURN

| 2016/17      |                                       | 2017/18      |
|--------------|---------------------------------------|--------------|
| 29496        | Balances brought forward              | 25725        |
| 22125        | (+) annual precept                    | 25230        |
| 4250         | (+) total other receipts              | 3306         |
| <b>14023</b> | (-) staff costs                       | <b>13654</b> |
| <b>0</b>     | (-) loan interest / capital repayment | <b>0</b>     |
| <b>16123</b> | (-) total other payments              | <b>12599</b> |
| <b>25725</b> | <b>(=) balances carried forward</b>   | <b>28008</b> |
|              |                                       |              |
| 25725        | Total cash & investments              | 28008        |
| 39945        | Total fixed and long term assets      | 39545        |
| 0            | Total borrowings                      | 0            |

## BANK RECONCILIATION AS AT 31 MARCH 2018

|   |          |                 |
|---|----------|-----------------|
| Statement balance:<br>Unity Trust Bank cheque a/c |          | 32588.12        |
| Outstanding cheques:                              |          |                 |
| 300404  | 33.62    |                 |
| 300405  | 3425.98  |                 |
| 300406  | 1030.09  |                 |
| 300407  | 80.00    |                 |
| 300418  | 10.00    |                 |
| <b>TOTAL</b>                                      |          | <b>4579.69</b>  |
| Outstanding credits: NIL                          |          | 0.00            |
| <b>TOTAL TRUE BALANCE</b>                         |          | <b>28008.43</b> |
| Opening balance                                   |          | 25725.36        |
| Income per cash book                              | 28535.92 |                 |
| Expenditure per cash book                         | 26252.85 |                 |
| Cash surplus for year                             |          | 2283.07         |
| <b>Balance carried forward</b>                    |          | <b>28008.43</b> |

## SUPPLEMENTARY STATEMENT

### Assets

- a) No assets were written off
- b) As at 31 March 2018 the following assets were held  
(insured values as at 30/9/2017):

| Asset   | Cost (£)     | Insured value (£) |
|---|--------------|-------------------|
| Clearwell Cross   |              | 28119             |
| Clearwell well  |              | 28027             |
| Clearwell well footpath <sup>1</sup>  | 1            | 0                 |
| Land opp Bridge House,<br>Clearwell <sup>1</sup>  | 1            | 0                 |
| Clearwell Recreation Ground <sup>12</sup>   | 1            | 0                 |
| <b>Sub total (land and buildings)</b>   | <b>3</b>     | <b>56146</b>      |
|   |              |                   |
| Playground equipment, safety<br>surfacing, gates, fences, seats,<br>benches   | 33643        | <b>37872</b>      |
|   |              |                   |
| 2 wooden benches, 3 notice<br>boards, cast iron finger post and<br>2 bollards, 5 dog waste bins, 3<br>litter bins, 2 defibrillators | 5902         | <b>13671</b>      |
|   |              |                   |
| <b>TOTALS</b>   | <b>39545</b> | <b>105578</b>     |

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<sup>1</sup> Community land valued at nominal £1

<sup>2</sup> Land held as sole custodian trustee

## **Borrowings**

As at 31 March 2018 there were no borrowings outstanding

## **Leases**

As at 31 March 2018 there were no leases in existence

## **Debts outstanding**

As at 31 March 2018 there were no debts outstanding

## **Creditors**

As at 31 March 2018 there were no credits outstanding

## **Reserves**

There is no Capital Reserve.

## Movement in reserves

| Reserve                                   | Opening balance | Transfers in | Transfers out | Closing balance | Notes       |
|---|-----------------|--------------|---------------|-----------------|-------------|
| Highways, Rights of Way & Street lighting | 500             | 0            | 0             | 500             |             |
| Grants                                    | 1000            | 0            | 0             | 1000            |             |
| Property maintenance                      | 1500            | 0            | 0             | 1500            |             |
| Election costs                            | 1000            | 500          | 0             | 1500            | a           |
| Clerk's gratuity                          | 3518            | 448          | 0             | 3966            | b           |
| Quarry opposition                         | 0               | 7000         | 3306          | 3694            | c           |
| Clearwell Farm opposition                 | 300             | 0            | 32<br>268     | 0               | d           |
| General                                   | 17907           | 268          | 2327          | 15848           | d<br>e<br>f |
| <b>TOTAL</b>                              | <b>25725</b>    | <b>8216</b>  | <b>5933</b>   | <b>28008</b>    |             |

## Notes to reserve movements

- a) To meet 2019 election costs
- b) 3.75% of gross salary accumulated since 2004
- c) Unspent from 2017/18 budget
- d) Unspent budget tfrd to general reserve
- e) Balancing figure
- f) General reserve £15848 = 62% of 2018/19 precept (£25725)

## Tenancies

There were no tenancies held during the year

## S.137 payments

The limit of expenditure permitted by LGA 1972 s.137 in 2017/18 was £7.57 per elector; this equates to £6411.79. The amount spent under this authority is £942.00

## Agency work

During the year the Council undertook no agency work on behalf of other authorities

Advertising and publicity None.

## Pensions

The Council has fulfilled its legal requirements with the Pensions Regulator. The Council did not make any contribution to a pension scheme during the year.

SIGNED.....P A Purvis 24/4/2018  
(Chairman)

SIGNED.....R S Crighton 24/4/2018  
(Responsible Financial Officer)

Accounts finalised - 4/4/2018

Internal audit completed - 11/4/2018

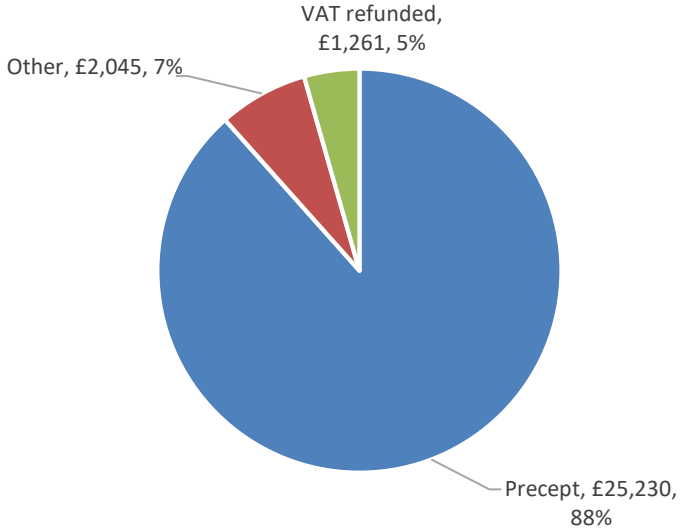
Accounts adopted by the Parish Council - 24/4/2018

External audit completed - / /2018

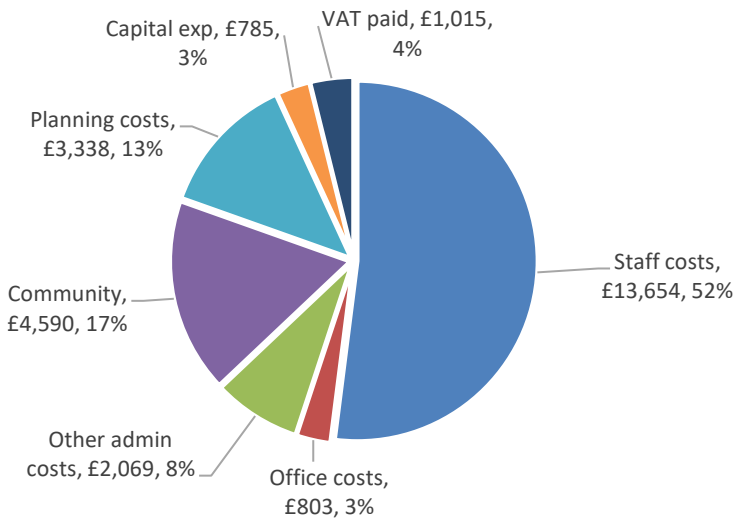
Accounts published and adopted

by the Parish Council (audited) / /2018

### Income £28536



### Expenditure £26253



## ANNUAL REPORT OF NEWLAND PARISH COUNCIL 2017/18

### PLANNING

Planning issues have continued to dominate the Council's activities. The original application submitted by Breedon Southern Ltd in 2015 has still not been determined; however, it is anticipated that it will be withdrawn following the submission in 2017 of a new application to enlarge Stowe Hill quarry which is still to be determined. These have resulted in a significant amount of time being required to assess the applications and submit strong objections to them. Again we have had to commission technical reports to challenge claims and assertions in the application to support our objection.



Responding to these applications has come at no small cost to the Council. Since the 2014/15 financial year the cost amounts to £15780, of which £6000 has been covered by generous support from St Briavels and West Dean Parish Councils, Coleford Town Council and other donations.

The refused application to develop Clearwell Farm was subject to an appeal which the Council successfully convinced the applicant he should withdraw;



however, the total cost to the Council amounts to £5230 of which local businesses contributed £3000.



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These two projects together have thus cost the Council a net c. £12000

We are grateful for the co-operation, support and financial contributions we have received from St Briavels and West Dean Parish Councils, Coleford Town Council and the Coleford Area Partnership in our fight to have this application refused. Our thanks also go to members of the public, Parish and District Councillors for their time and commitment to the cause.

All this activity has, of course, had an effect on our finances, of which more later.

We also considered 24 'routine' planning applications during the year.

## QUARRYING

In addition to the planning applications at Stowe Hill quarry, the County Council Minerals Local Plan is in the course of being re-written for the period until 2032. It proposes a new area of extraction, part of which is the one in to which Breedon's currently wish to expand. We have submitted a robust objection to that; the next round of consultation is expected later this month or in early May.

## HIGHWAYS



The usual reporting of potholes, faulty street lights, speeding traffic and parking issues continues. 2 new grit bins have been installed. A Community Speed Watch exercise at 4 locations in Clearwell showed nothing out of the ordinary. The closures of the A466 demonstrated that liaison between the two county highway authorities had not improved, that communication to Parishes was inaccurate and that signage was woefully inadequate.

## FINANCE



Despite the exceptional expenditure over the last few years, detailed above, the outcome for the current year shows a surplus of £1335 and our reserves remain healthy.

To maintain our reserves at adequate levels (to meet unexpected expenditure such as has been necessary over the last 4 years) the Council

agreed a modest increase in the precept for 2018/19 of 1.97% (current rate of inflation is around 3%)

## GUEST SPEAKERS

We welcomed Monmouthshire County Councillor for Wyesham Laura Jones in January and discussed concerns with her over the condition of the Redbrook Incline Bridge and the traffic issues at the A466/A4136 junction at Wyesham.

Last month Isla Townley the District Council Tree Officer spoke to us about Tree Preservation Orders and work on trees in Conservation Areas..

## BROADBAND AND TELECOMMUNICATIONS



Considerable work was undertaken together with Mrs Karen Davies resulting in the successful allocation of a grant to provide a better broadband service to Newland. A new mobile telephone mast has been erected in Redbrook.

## GRANTS

The Council reviewed its grant awarding policy and continued to support parish-based groups, including the provision of revenue grants to each of the three village halls. The grant cheques will, for the first time this year, be presented at this Annual Parish Meeting. Loan facilities were also agreed with Newland Village Room (yet to be taken up) and Clearwell Recreation Ground Management Committee (no longer required).

## CLEARWELL RECREATION GROUND



A plan to provide parking facilities on the ground was proposed by the Management Committee and approved (as the landowner) by the Parish Council. In the event and following a vote at a public meeting this project was abandoned. Cllr Alan Purvis, the Council's representative on the Management Committee will continue to monitor the committee's plans.

## ACTIVITIES

From the foregoing you will gather we have enjoyed another extremely busy year, but there is more! We have:

- Reviewed all our Governance policies

- Liaised with the RAF/MOD over concerns about low flying military aircraft in the Wye Valley
- Maintained regular contact with the police and received reports from PCSO Mike Shuttleworth on what's been going on in the parish
- Obtained planning permission to locate the Francis Miles VC commemorative stone, which we will receive in October, in the boundary wall of Clearwell Cemetery Chapel. Arrangements for an event are in hand.
- Continued to actively participate in the Clearwell Quarry and Stowfield Quarry Liaison Groups
- Completed the Parish Emergency Plan.

## INFORMATION DISSEMINATION

We use email to keep residents informed of what the Parish Council is up to as well as forwarding what we hope is useful information which we receive from other organisations. There are implications for this from the imminent introduction of the GDPR (more later!). We also use Facebook as another conduit for getting messages out to our residents.

## THE FUTURE



In May the General Data Protection Regulations (GDPR) become law; these extend the legal requirements of bodies including Parish Councils in the way they hold and use personal data. From the implementation date this

Parish Council will be required to obtain specific consent from an individual to retain the basic contact details we currently hold ie name, email address and in some cases mailing address and telephone number. We hold no other personal information or data on anyone.

Without that express consent we are obliged to remove all personal data; this means no contact from us as in the past with information on planning issues, agendas and minutes and information considered of interest. Once opted in, you may opt out at any time.

The next election of Parish Councillors will be held in May 2019 and we sincerely hope that there are at least 9 nominees for the 9 vacancies rather than there being only 5 nominees in 2015. If you have any interest in serving do please attend a few meetings over the next 12 months to see how we operate.

## REPRESENTATION

The Parish Council is represented on 11 outside organisations:

- Bells Foundation
- Hall's Charity
- Stowfield Quarry Liaison Group
- Clearwell Quarry Liaison Group
- Coleford Area Partnership
- Forest of Dean Health Forum
- Wye Valley AONB
- Clearwell Recreation Ground Committee
- Parish Plan Advisory Committee
- Gloucestershire Association of Parish and Town Councils
- Forest Parishes Wild Boar Forum
- Forest of Dean District Council Parish & Towns Liaison group

## COUNTY AND DISTRICT COUNCILLORS

We are very grateful to County Councillor Patrick Molyneux and District Councillors Terry Hale and Chris McFarling for looking after the parishes' interests at higher tiers of local government, and for their advice, assistance and co-operation throughout the year.

The Boundary Commission's review will mean a change from May 2019 resulting in this Parish being represented by only 1 District Councillor, rather than 2 thus far.

### MEMBERS' ATTENDANCE RECORD (%), SINCE ELECTION (MAY 2015) OR CO-OPTION, TO MARCH 2018

|                               | 2015/16 |  | 2016/17 |  | 2017/18 |
|-------------------------------|---------|--|---------|--|---------|
| Karen Bridge                  | 90      |  | 70      |  | 67      |
| Bill Evans                    | 91      |  | 70      |  | 100     |
| Terry Hale                    | 100     |  | 100     |  | 67      |
| John James                    | 80      |  | 80      |  | 55      |
| Brian Jones                   | 100     |  | 60      |  | 55      |
| Alan Purvis                   | 91      |  | 90      |  | 100     |
| Valerie Southall              | 82      |  | 80      |  | 100     |
| David Wright                  | 100     |  | 90      |  | 55      |
| David Wheeler                 | 91      |  | 70      |  | 89      |
|                               |         |  |         |  |         |
| District -<br>Chris McFarling | 80      |  | 60      |  | 55      |
| County -<br>Patrick Molyneux  | 30      |  | 10      |  | 22      |

PARISH COUNCIL MEETINGS DATES FOR 2018/19

Newland: 29 May, 25 Sep, 2019 – 29 Jan, 30 Apr

Redbrook: 26 Jun, 30 Oct, 2019 – 26 Feb,

Clearwell; 31 Jul, 27 Nov, 2019 – 26 Mar

Committee meetings will be arranged as required.

GLOUCESTERSHIRE COUNTY COUNCIL PLANNING COMMITTEE MEETINGS  
DATE FOR 2018

26 Jul, 27 Sep, 22 Nov. Meetings start at 10:00